How to pay the confirmation deposit for returning students

Students will need to log in to Buff Portal (buffportal.colorado.edu) using your activated IdentiKey. If you need help activating your IdentiKey, see Activate My IdentiKey.
Step 1: Students log in to Buff Portal (buffportal.colorado.edu).
Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page.
Step 3: Click on the card menu (the three vertical dots in the upper right corner) and then click **Confirmation Deposit**.
Step 4: Click **Pay Deposit**.

If you have a Confirmation Deposit hold, pay your deposit here.

Students at CU Boulder are required to pay a one-time enrollment deposit. If you did not pay your deposit when you were admitted to the university, or you have a Confirmation Deposit hold, you may pay your deposit here. The button below will take you to CUBill&Pay so that you can complete this transaction. Your hold will be released immediately with a completed payment.
Step 5: Choose a payment method. If you pay with a credit or debit card, you will be charged a nonrefundable 2.75 percent service fee. We encourage you to pay from a checking or savings account (eCheck) in order to save money and avoid paying this fee charged by NelNet. Paying with eCheck is secure, fast and free.

![Payment Form Example](image-url)
Step 6: Enter payment information for your payment method you chose and click **Continue**.

**If you are paying with eCheck:**

Provide ECheck information

**Account Information**

- **Account Type**: CHECKING
- **Routing Number**: 22222222
- **Account Number**: 1234567890

**Contact Information**

- **Email Address**: 

---

**If you are paying with a credit/debit card:**

Service Fee Notice

**READ THIS IMPORTANT FEE INFORMATION***

Credit and debit card payments are processed by Retail Campus Commerce through PaymentSpring. Retail Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.75% Service Fee for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a tax assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is canceled, refunded, credited or charged back.

By using this service you agree to pay the service fee.

Please enter your credit or debit card information in the following fields and then click the "Submit" button.

**Current Payment**

- **Order Description**: Bueller Confirmation Deposit
- **Payment Amount**: $233.00
- **Effective Date**: 04/13/2023

**Credit Card Information**

- **Card Type**: MASTERCARD
- **Cardholder's Name**: 
- **Credit Card Number**: [Redacted]
- **Expiration Date**: [Redacted]

**Contact Information**

- **Email Address**: 

---
Step 7: Confirm that the information is correct. Note that you will be charged a 2.75 percent service fee if you choose to pay with a credit or debit card. Click Confirm.

If you are paying with eCheck:

If you are paying with a credit/debit card:

Service Fee Notice

***READ THIS IMPORTANT FEE INFORMATION***

Credit and debit card payments are processed by NDSU Campus Commerce through PaymentSpring. NDSU Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.75% Service Fee for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, charged back, or otherwise reversed.

**BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.**
Step 8: While your payment is processing, you will see this message.

Processing Payment

Processing your payment could take up to 1 minute, please wait until you receive the receipt page.
Step 9: Your deposit is now paid. If you paid with a credit or debit card, you will see two receipts and receive two separate emails: one for the confirmation deposit and one for the service fee.

*If you are paying with eCheck:*

![Example Payment Receipt for eCheck]

*If you are paying with a credit/debit card:*

![Example Payment Receipt for Credit/Debit Card]

Separate receipt for service fee